

**CONNECTICUT OFFICE OF THE ARTS**  
**FY2019**  
**PROJECT GRANTS**  
**- PROGRAM GUIDELINES -**

# Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is a State Arts Agency within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities, and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA). Learn more about the Connecticut Office of the Arts at [www.ct.gov/cct](http://www.ct.gov/cct).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.



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## Connecticut Office of the Arts FY2019 Grant Offerings

View a complete list of FY2019 grant offerings on the Connecticut Office of the Arts [website](http://www.ct.gov/cct) before submitting an application. Review program descriptions, eligibility, and program requirements to ensure that you have made an appropriate selection. There is no preliminary *Intent to Apply* procedure for the FY19 application process.

Please review the Project Grants Program Guidelines in addition to the [Connecticut Office of the Arts Grant Overview Guidelines](http://www.ct.gov/cct) available here as a link or can be accessed on the Connecticut Office of the Arts website. Embedded links provide further program information and resources so be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

# PROGRAM OVERVIEW

The Connecticut Office of the Arts Project Grants program encourages and supports arts-based projects of artistic excellence that are aligned with our READI (*Relevance, Equity, Access, Diversity, Inclusion*) framework.

Grants requests range from \$5,000-\$15,000 for planning and implementation of arts-based projects for Connecticut audiences, communities, and participants. Projects of all artistic disciplines are encouraged and must engage at least one Connecticut artist in a significant project role. Projects should be accessible and relevant to the audience and community it is meant to serve.

## Equity, Inclusion and Access Statement

Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area. We are committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making. Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts will insist upon using the lenses of relevance, equity, access, diversity, and inclusion to guide programmatic and investment decisions within the framework of artistic excellence. \*

Here are our definitions of what that means to us:

**Relevance:** Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture.

**Equity:** Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias.

**Access:** We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations.

**Diversity:** A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic, and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together."

**Inclusion:** Active participation by constituents who represent and reflect the communities we are all a part of.

*We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

*We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

*We commit to cultivating channels for engagement on all levels for all people.*

*We commit to enhancing creativity through diversity.*

*We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

\*We acknowledge that artist excellence and merit are very hard to define, so in lieu of a static definition below, we are leaning on resources from the field to guide our interpretation of what artistic excellence means. Here are two of the articles we go back to when grappling with what artistic excellence means "Divining 'Artistic Excellence'" <http://www.artsjournal.com/wetheaudience/2014/05/devining-artistic-excellence.html> and the NEA's Art Works grant review guidelines <https://www.arts.gov/grants-organizations/art-works/application-review>

## TIMELINE

*Dates are subject to change*

<b>Deadline:</b>	<b>on or before 11:59pm, June 6, 2018</b>
Panel Review:	Summer 2018
Notification:	late September 2018 (dependent on confirmation of state budget)
Funding Period:	October 1, 2018 – September 30, 2019*
Final Report:	November 30, 2019 or 30 days following completion of project, if sooner

*\*A project may begin before or end after the Connecticut Office of the Arts grant funding period; HOWEVER, the use and/or attribution of COA funds MUST only be used during the specified funding period.*

## ELIGIBLE APPLICANTS

**Eligible Applicants** must reside in Connecticut and be one of the following:

- Connecticut Artist (*applying with a fiscal sponsor OR applying using your legal business entity*)
- Arts Organization (*applying as a 501(c)(3) OR applying with a fiscal sponsor*)
- Non-arts 501(c)(3) organization with a history of conducting arts projects/programs (*contact COA in advance to confirm eligibility*)
- College/University
- School District
- Municipal Department

**DUNS Number Requirement** (*new for FY19*)

All applicants must include their DUNS number when applying for a grant from the Connecticut Office of the Arts. The DUNS (Data Universal Numbering System) number is a unique nine-character identification number that is required on applications for any grant administered by COA that includes National Endowment for the Arts dollars. Obtaining your DUNS number is a free, straightforward process. For more information, [click here](#).

An individual is not required to have a DUNS Number. Only business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities are required to include their DUNS Number when applying for a grant.

**Fiscal Sponsorship:** for arts organizations who do not have 501(c)(3) status at the time of application and as an option for artists. The Fiscal Sponsor will serve as the legal entity who will manage the project contract, budget, and expenses. Applicants engaging a fiscal sponsor must identify the name and contact information of the fiscal sponsor at the time of application.

**Ineligible Applicants** include:

- Connecticut Office of the Arts Project grantees who've received COA's Project Grant program funding for two-consecutive years (beginning with FY18) MUST take a year off from the program.
- Applicants who applied during the same period to any of the following FY2019 COA grant programs: Supporting Arts, Arts Learning (*with the exception of Arts Access*), and Regional Initiative.
- Individuals who are currently full-time students in degree seeking programs
- Applicants with incomplete or late submissions
- Applicants with outstanding final reports from any past COA programs
- COA Regional Partners
- COA/DECD Line Items

*NOTE: ineligible applicants may participate as project partners and as fiscal sponsors.*

# HOW TO APPLY

## SUBMISSION PROCESS

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

**If you are a returning user:** Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Select “FY19: COA Project Grant” from the drop-down menu. Enter name of grantee. Click “Get Started” and proceed with application.

**If you are a new user:** Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category “FY19: COA Project Grant” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter name of grantee. Click “Get Started” and proceed with application.

# PROPOSAL

## A) Applicant Information

General Applicant Contact Information & Fiscal Sponsorship Form (if applicable)

## B) General Project Information

1. Title of project (up to 10 words)
2. Description of project (up to 20 words)
3. Is this request for NEW or ONGOING project?
4. List the town(s) where the project takes place?
5. COA Grant Request (enter \$ amount requesting from COA)
6. Total Project Budget (include COA Grant Request)
7. When will the project take place – Start and End dates and significant benchmark dates:
  - Events, lectures, presentations, community workshops, dedication
8. Will the project be made accessible to persons with disabilities? Consider physical and programmatic access, sign language interpretation, assistive listening devices, transportation services, etc. Accessibility Resources are available on COA’s website. *(up to 150 words)*

## C) Narrative

Complete a one or two-page narrative responding to the items below *(do not exceed 1400 word count)*. *Page format: Minimum margins 1” and minimum font size 11 point, save as a PDF and upload.*

1. Describe your proposed project? If the project is ongoing, indicate steps are you taking to innovate?
2. How does this project support COA’s investment in READI within a framework of artistic excellence?
3. Define the audience served by the project, indicate what informed your idea for this project, and express why it is unique and relevant for the intended audience? (Include demographic data, descriptive information, history, number of persons served, etc.)
4. How does your project engage Connecticut artist(s) (provide links and/or Supporting Doc. uploads)
5. How will you implement the project? Document your desired outcomes, how you will evaluate success, and provide reviewers with a clear understanding of your budget and planning process.

## D) Budget

Applicants MUST complete the COA [Budget Worksheet](#) and upload. Your application will be deemed ineligible if you submit an application without using our required form.

## E) Support Document

Applicants may submit up to one document upload *(optional)* and may provide links to additional materials within your narrative.

# REVIEW CRITERIA

Independent reviewers will evaluate and discuss applications based on the following criteria. Be sure to reference the review criteria as you develop your application. A total of 45 points is possible.

## 1) READI (15 points)

- Is the project unique and relevant to the intended audience described?
- Does the project align successfully with Connecticut Office of the Art's READI Framework?

## 2) Artistic Excellence (15 points)

- Is the artistic excellence of the project fitting for the audience and community served?
- Provide links in your narrative to Supporting Documentation. One (1) upload may be provided (PDF, Jpeg, PowerPoint, etc.) Provide a description of your support materials.

## 3) Quality Plan (15 points)

- Is the proposal (and budget) realistic? Does the applicant demonstrate an ability to succeed?
- Does the proposal include a suitable plan to market, promote, and evaluate the project?
- Is the proposal feasible, reasonable, well-timed, and is there a plan to promote the project?

Panelists also rank the overall proposal with one of the following probabilities:

- LOW ~ low probability that the applicant will successfully execute the project.
- MEDIUM ~ sufficient probability that the applicant will successfully execute the project.
- HIGH ~ high probability that the applicant will successfully execute the project.

# FISCAL INFORMATION

## REQUEST

The Connecticut Office of the Arts Project Grant program supports projects with a COA grant request ranging between \$5,000 and \$15,000. Awards are based on available funding and may be reduced. Applicants must submit budgets that demonstrate an ability to meet the program's required match and attribute COA funds to eligible expenses.

## ELIGIBLE EXPENSES

Up to 10% of your grant request can be used for administrative expenses. The applicant and its partner(s) may share funds from a grant to cover these costs as long as the total admin. does not exceed the allowable 10%. See glossary of application terms for a definition of administrative expenses.

The following eligible expenses must DIRECTLY relate to the project:

- Materials
- Space rental; occupancy costs (security, insurance, utilities, etc.)
- Payments to contracted artistic, technical or administrative professionals
- Supplemental project insurance
- Project-specific permits and fees
- Artist fees
- Legal fees directly associated with the project
- Hospitality expenses which are directly related to the project
- Evaluation services and documentation (photo, video, audio, collection of statistical information, etc.)
- Printing, advertising and marketing costs
- Limited brick and mortar expenses directly associated with the project

See the [Connecticut Office of the Art's Grant Overview Guidelines](#) for a complete list of Funding Restrictions.

## MATCH

Grant awards require a match (a minimum financial contribution) of no less than 75%. While matching funds do not need to be confirmed at time of application, proposals that can verify funding sources at the time of application are favorably reviewed. **Connecticut Office of the Arts funding CANNOT be matched with other Connecticut state funds.** Applicants may use [In-Kind contributions](#) to meet up to 25% of their match. Applicants claiming in-kind are required to enter in-kind in your Budget Worksheet.

# CONTACTS & RESOURCES

## CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to [tamara.dimitri@ct.gov](mailto:tamara.dimitri@ct.gov)
- Submit technical related questions [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [Connecticut Office of the Art's Regional Partners](#) for further assistance.

**Technical Support:** Contact FluidReview's Tech Support Team at [support@fluidreview.com](mailto:support@fluidreview.com) for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing or submit questions through the "help" tab within the e-granting system.

Applicants seeking artists for their project may consider the following resources:

- [CreativeGround](#) - A free directory open to New England artists of any discipline and produced by the New England Foundation for the Arts (NEFA).
- [Connecticut Office of the Arts Directory of Teaching Artists](#) – A directory of performing and teaching artists who've been juried into categories of Connecting, Integrating & Performing depending on their level of community and/or classroom engagement.
- Or engage the services of [local and regional arts agencies](#) when seeking local artists.

## RESOURCES

The Connecticut Office of the Arts will feature a webinar in early May, 2018 outlining the FY19 grant programs. Check the COA website and sign up for the COA [newsletter](#) for webinar specifics and further news and announcements from the Connecticut Office of the Arts.